

Your #1 Resource for Employee Training!

AVAILABLE TRAININGS:

BUSINESS AND MANAGEMENT SKILLS

- Sales and Customer Service
- Communications Skills
- Conflict Resolution
- Cost Control
- Human Resources
- Management and Leadership
- Navigating Change
- Negotiation
- Performance Management
- Planning and Organization
- Project Management
- Presentation and Facilitation
- Time Management

MANUFACTURING SKILLS

- Blueprint Reading
- Geometric Dimensioning & Tolerancing (GD&T)
- CNC Programming/ Machining
- Quality/ Inspection Techniques/ Shop Measurements
- Electrical Fundamentals
- Industrial Maintenance/ Direct Drives
- Production and Assembly
- Programmable Logic Controllers (PLCs)
- Plastics and Composites
- Soldering
- Welding

LITERACY SKILLS

- Basic Workplace Terminology
- Business Writing/ Written Communications
- Vocational English as a Second Language

SAFETY AND COMPLIANCE

- Cal-OSHA 10 and Cal-OSHA 30
- Good Manufacturing Practices (GMP)
- Harassment Prevention/ Diversity and Sensitivity
- Hazardous Waste Operations and Emergency Response
- Standard Operating Procedure (SOP)
- ServSafe/ Culinary Arts
- Safe Quality Food (SQF)
- Hazard Analysis & Critical Control Points (HACCP)
- Workplace Ethics

CONTINUOUS IMPROVEMENT

- Analyzing and Interpreting Data
- ISO (International Organization for Standardization)
- Kaizen
- Lean Manufacturing
- Lean Office
- Problem Solving & Root Cause Analysis
- Process Improvement
- 5S for Production & Office
- Six Sigma
- Quality
- Set-Up Time Reduction
- Process Mapping
- Team Building

COMPUTER SKILLS

- Adobe
- Engineering Software (AutoCAD, CATIA, SolidWorks)
- MS Office: Access, Excel, PowerPoint, Publisher, Outlook, & Word

And many more...

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**Cerritos College
Economic Development**

For training information, please contact us at:
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